



**Filing Date is on or before March 1, 2015**

**Penalty and interest will be applied if not Paid by March 1:** Penalty for late filing is \$10.00 or 10% of the tax whichever is greater. Interest is charged at the rate of 1/2 of 1% per month from the March 1 date with a maximum of 6% per annum. Request for **extensions** must be made in writing to the Commissioner of the Revenue on or before **March 1**. If not paid in accordance with extension date granted, **penalty and interest** will be computed from **March 1**.

**City of Norfolk Business Licenses Expire December 31 (Ordinance No. 37.564):**

Renewal forms will be sent to the last mailing address provided to this office. Failure to inform us of an address change will not relieve you from any late fee(s) assessed.

**Architects, Contractors and Engineers:** Any architect, contractor or professional engineer applying for or renewing a business license in any locality in accordance with Chapter 37 (§58.1-3700 et seq.) of Title 58.1 shall furnish prior to the issuance or renewal of such license either (i) satisfactory proof that he is duly licensed under the terms of Chapter §54.1 or (ii) a written statement, supported by an affidavit, that he is not subject to licensure as an architect, contractor or professional engineer pursuant to this chapter. No locality shall issue or renew or allow the issuance or renewal of such license unless the architect, contractor or professional engineer has furnished his license number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter. In addition, contractors are required to complete a Certification of Workers' Compensation Insurance (Form #61-A).

**Business Address Change:** If the business address shown on the front is incorrect, please make a note of the correction on the front of the renewal. For incorrect business addresses the following procedure will be used in accordance with §24-25.3(g) of the Norfolk City Code. Direct zoning approval by the Planning Department is required for all car related establishments, medical offices, restaurants, trucks, trucking, and container businesses, Historical Districts and Pedestrian Commercial Overlay Districts. All other addresses may be approved in the Commissioner of the Revenue office provided zoning criteria are met. Please contact your Business Tax Team (757) 664-7886, if you have any questions about your business's new location.

**Operation without a License:** Any person or entity engaging in a business, trade, profession, occupation, or calling without obtaining the required license shall be deemed in violation of §24-25.3 of the Norfolk City Code. Such violation is a Class 1 Misdemeanor punishable by a fine not to exceed \$2,500 and/or 12 months in jail.

**\* IN THE EVENT THAT YOU ARE NO LONGER IN BUSINESS, PLEASE COMPLETE THE FOLLOWING INFORMATION AND RETURN:**

Account # / License #: \_\_\_\_\_

Owner and Trade As Name: \_\_\_\_\_

Out of Business Date: \_\_\_\_\_

Reason for Closure: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_